



IT Program Analyst Manager-Business Analyst

An IT Programmer Analyst Manager is the managerial level of work designing, developing, testing, implementing and maintaining applications and programs using generally accepted computer programming languages or other developmental tools. Under the supervision of the Director of Information Technology, this position is responsible for all aspects of IT Project Management and Business Analysis including initiation, requirement gathering, scope planning, risk identification and management, timeline management, execution, monitoring, controlling and closing projects. This position may be responsible for the work of the technical, functional analysts and working directly with contractors and consultants.

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Administrator I-Office Administrator

This position will function as an Administrator for the Maryland Medical Cannabis Commission (MMCC). This position will be responsible for maintaining organizational processes and policies developed by the MMCC leadership team. This position will independently plan, develop and supervise overall office functions and serve as primary support to MMCC staff. This position will also function as MMCC's Human Resources Liaison administering human resources responsibilities. This position will participate as a management team member and supervise support staff ensuring that required day-to-day tasks are being successfully completed in a timely manner.

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Administrator III-Compliance Analyst

Under general direction from the Director of Program Analytics and Quality Assurance, this position will compile, interpret and analyze data from multiple sources, including Metrc, Complia and the Patient/Caregiver and Provider Registry. This position will be responsible for ensuring that the data is presented, via presentations, graphics and reports which aid the Maryland Medical Cannabis Commission (MMCC) Executive Staff in drawing conclusions about industry trends and best practices.

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Administrative Officer I-Quality Assurance Specialists-Multiple

The Quality Assurance Specialist (QAS) provides customer service on the phone and in person, assists with clerical responsibilities and administrative support to the Quality Assurance Manager (QAM) for the overall improvement in the Maryland Medical Cannabis Commission (MMCC) patient program. The Quality Assurance (QA) department is responsible for the processing of patient and caregiver registry information.

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Administrator IV-Director of Scientific Support

Under direction from the Deputy Director, the Director of Scientific Support oversees, plans and directs the day-to-day scientific function for the Maryland Medical Cannabis Commission (MMCC). The incumbent will combine discipline specific knowledge and leadership skills to promote both efficiency within MMCC and work to assure public health and safety to Maryland medical cannabis patients. Areas of responsibility include advising MMCC in scientific matters regarding medical cannabis and public health, managing survey activity for licensed processors and independent testing laboratories, and monitoring and analyzing industry data as it pertains to medical cannabis and public health. This position supervises sanitarians and/or field inspectors and product safety analyst(s) and works closely with the MMCC Bureau of Enforcement and Compliance.

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Administrative Officer III

The main purpose of this position to provide MMCC Quality Assurance customer service as well as manage the call center performance quality in support of departmental goals and initiatives. This position will oversee the Quality Assurance Specialists (QAS) as well as Call Center Specialists, evaluating both verbal and written interactions with Maryland Medical Cannabis Commission stakeholders. This position will develop and deliver regular reports on staff performance, trends, and other metrics as required by the Director of Operations. This position is responsible for managing contractual staff and functions under managerial supervision from the MMCC Director of Operations.

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Administrative Officer I

The main purpose of this position is to perform administrative work requiring regular use of independent judgment and analysis in applying and interpreting complex administrative plans or policies. This position will be assigned administrative responsibilities involving the analysis of operational programs or procedures with recommendations for improvements.

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